

# Building Emergency Action Plan Development Guidance

(\*Note- This guidance is specific to ADOA Owned and Managed Buildings – Agency contacts to obtain information may be different than those identified below)

Obtain the following information to complete a building specific Emergency Action Plan.

## 1. Building Coordinator Name and Contact Information:

## 2. Building tenants by floor and suite #. Contact GSD Building and Planning\* for this information.

## 3. Floor Wardens, Alternate Floor Wardens, and Searchers:

- Obtain name, phone number, email, name of agency, board, or commission, and floor assignment.
- Identify additional areas responsible to clear during an evacuation, i.e. Bathrooms, conference rooms and assign to floor wardens. Example: Human Resources clears the conference rooms and rest rooms on the first through third floors.

## 4. Floor Diagrams

- Contact ADOA - GSD Building and Planning. Obtain a complete set of floor diagrams for the building and parking garage.
- Walk each floor to verify and mark the location of the items noted below. A complete list is provided on page 3.
- Verify egress routes and exits. Ensure doors that can be mistaken as an exit are marked "Not An Exit"
- Locate posted floor diagrams for replacement or later updating.
- Return marked set of floor diagrams to GSD for them to incorporate this information. GSD will generate two sets of diagrams based on the information obtained. One for general distribution, posting in the building and for training \*. The other diagrams are for limited distribution due to the sensitive information they contain and are for the building coordinator and Capitol Police for awareness of specific issues within the building.

## 5. Assembly Area

- Identify your pre-designated and alternative assembly areas to be used in the event of a building evacuation. Note the routes and staging areas of Emergency Responders to avoid interference.
- At least 100 feet away from building

## 6. Emergency Phones: Does the building or parking garage have emergency phones?

**YES      NO**

- a. If Yes, Identify where the emergency phones are located.
- b. How are they identified (signs, lights)?
- c. How do you use (button, phone)?
- d. Identify who responds to the call - example Capitol Police
- e. How frequently are they tested and by whom?

## 7. Emergency Lighting:

- a. Where are they located?
- b. Who tests them on a routine basis?

## 8. AEDs: Are there AEDs located in the building? **YES      NO**

- a. Are they available to everyone in the building to use or just for the suite where the AED is located?

Building Suite

- b. If Available to everyone, where are they located?
- Floor (exact location on floor) Example: AEDs are located on the first and third floors of the building between the Men and Women's restrooms.
  - AED Coordinator's name and contact information.
  - Obtain written procedures for the AED program (use following link for AED guidelines)  
[http://risk.az.gov/userfiles/file/AED%20Guidelines%2002-2011\(1\).pdf](http://risk.az.gov/userfiles/file/AED%20Guidelines%2002-2011(1).pdf)

**9. Panic/Duress Alarms Does your Agency have panic/duress alarms? YES NO**

- If Yes, Identify the location.
- Identify who responds to alarm activation – example Capitol Police.
- How frequently are the tested and by whom?

**10. Mail Handling Procedures:**

- Obtain written procedures your agency has for handling mail. Example: Opened at the front receptionist desk, date stamped and delivered to individual desks.
- Identify employees/contract employees that are responsible for opening mail so they can review the Suspicious Mail and Handling CBT.
- Obtain or develop written procedures of how to respond to a suspicious mail or package.

**11. Money or Sensitive Materials: Does your agency handle money or sensitive materials? Yes No**

If Yes, obtain or develop procedures for securing during an emergency.

**12. Hazardous Materials: Does your agency store hazardous material in the building or garage? Yes No**

- If Yes, Identify who maintains the chemical inventory list and can give information concerning the hazardous materials to emergency responders if needed. Obtain their contact information.
- Obtain a list and quantity of each hazardous materials normally stored on site
- Identify floor and area of storage Example: third floor – flammable cabinet in suite 302.
- Identify the location of Material Safety Data Sheets. (Floor, Suite, job title and contact information of person responsible for maintaining).

**• Are there chemical spill kits in the building? Yes No**

- If yes, identify the location of the spill kits.
- Obtain or develop the procedures for using the spill kit.
- Identify hazards that may need special training to handle cleanup.

**13. Fire Suppression System:**

- Is your facility fully or partially sprinklered?

**14. Halon/FM200 or Ansul Fire Suppression System: Is there a Halon/FM200 or Ansul Fire Suppression System in your building or suite? Yes No**

- Is the system integrated into the building fire alarms system?
- If yes, identify the location of the system(s).
- Identify who inspects and maintains the system.
- Identify who would need training covered by these systems

**15. Cafeteria/Food Service Do you have a Cafeteria or food service within your building? Yes No**

If yes, obtain the specific emergency procedures for drills and actual emergencies.

**16. Are there Critical Operations that require shutdown or other procedures**

**Yes    No**

- a. If Yes, identify the location and who is responsible for shutting down the equipment.
- b. Obtain or develop written procedures for the shutdown of the equipment during an emergency.

**17. Communication System: How does your agency communicate with employees during an emergency? Circle all that apply:**

- a. Communicator NxT
- b. Call Trees
- c. Building Manager and Phoenix Fire
- d. Answering Machine/ Call in number
- e. Website/Intranet

**18. Gather Key Information on the following:** Name, Job Title, Cell and Work Phone Numbers

- Public Information Officer
- Building/Emergency Coordinator
- Facility Manager/Owner
- Key Agency Contacts
- Water Service Provider
- Gas Service Provider
- Electric Service Provider
- Nearest Medical Facility
- Haz Mat/ Biological Clean Up
- Poison Control
- Security

**19. Any additional items your Agency, Board, or Commission should include in the EAP.**

## Items to Identify on Floor Diagrams

(Items in **bold** should be on all floor diagrams – Remaining items on master diagrams for use by Building Coordinator)

- **You Are Here**
- **Fire Extinguishers**
- **Fire Hoses**
- **Fire Alarm Pull Stations**
- **AEDs**
- **Emergency Phones**
- **Egress Routes and Exits**
- **Exits with Wheel Chair Access and Refuge**
- **MSDS & Chemical Inventory List**
- **Spill Kits**
- **First Aid Kits/Eye Wash Stations**
- **Assembly Areas** - Have inset on the first floor diagram or as a separate diagram depending on scale.
- **Evacuation Equipment**
- **Fire Alarm Panels – Control Centers**
- Conference Rooms & **Max Capacity** – Rooms used for public meetings. ADOA GSD can calculate max capacity if not posted.
- Emergency Lights
- Fire Doors
- Halon/FM 200 or ANSUL Fire Suppression Systems
- Building Fire Department Connections
- Fire Hydrants
- Emergency Responder Staging Areas.
- Interior Standpipes
- Knox Boxes – Contain keys to access building by local responders
- Posted Floor Diagrams - Use this information for training and to locate all floor diagrams can be located and replaced if diagrams change.
- Critical Equipment Requiring Shutdown in the event of an emergency
- Hazardous Material Storage
- Emergency/Back Up Generator
- Electrical Panels
- Gas Main/Meters
- *Alternate Assembly Areas (Confidential Information)*
- *Money/Sensitive Materials (Confidential Information)*
- *Panic Duress Alarms (Confidential Information)*
- *Vaults (Confidential Information)*

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